



FLIGHT REQUEST FORM

REQUESTING AGENCY:	DATE:
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By your signature you approve this flight request and certify that the flight is for the conduct of official Commonwealth business.

APPROVED BY:

Signature (Deputy Secretary or above) Title

Passengers (List lead passenger first.)	Comm. Emp?	Agency/Company	Title
1.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
2.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
3.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
4.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
5.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
6.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
7.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
8.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
9.	YES <input type="checkbox"/> NO <input type="checkbox"/>		

Departure Date	Departure City	Destination City	Desired Time
			_____ Arrival <input type="checkbox"/> _____ Departure <input type="checkbox"/>
			_____ Arrival <input type="checkbox"/> _____ Departure <input type="checkbox"/>
			_____ Arrival <input type="checkbox"/> _____ Departure <input type="checkbox"/>
			_____ Arrival <input type="checkbox"/> _____ Departure <input type="checkbox"/>
			_____ Arrival <input type="checkbox"/> _____ Departure <input type="checkbox"/>
			_____ Arrival <input type="checkbox"/> _____ Departure <input type="checkbox"/>

Official Purpose of Flight:

Please check applicable Usage Considerations/Justifications for use of state aircraft:

- Use of Commonwealth aircraft is cost effective compared with commercial airline transportation and/or ground transportation, taking all travel-related costs into consideration.
- Commercial airlines do not meet transportation requirements.
 - a. Commercial flights are not available to reach the travel destination.
 - b. Commercial flights do not accommodate the travel time constraints of Commonwealth official(s) or employee(s).
 - c. Travel team must conduct Commonwealth business enroute.
- Travel by vehicle does not accommodate meeting schedule/time constraints.
- Security, threat level, or operational requirements preclude use of commercial airlines or other forms of transportation. (Anticipate use in emergency and disaster situations only.)
- Other: